

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for participating in our interview process.

We are writing to formally inform you that we are unable to proceed with your candidacy for this role. This decision was made based on the results of our pre-employment screening process, specifically regarding the background check and the verification of required certifications.

According to our policy, all employees in this role must successfully meet these specific criteria to qualify for employment. Unfortunately, the information received during these checks does not meet our current requirements.

Attached to this letter, you will find a copy of the report we received and a summary of your rights under the Fair Credit Reporting Act (FCRA). You have the right to dispute the accuracy or completeness of any information in the report by contacting the reporting agency directly at:

[Name of Background Check Agency]  
[Agency Address]  
[Agency Phone Number]

Please note that the reporting agency did not make the decision to decline your application and is unable to provide specific reasons for our hiring decision.

We appreciate the time you invested in applying with us and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]